



**SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY
STATE HISTORIC PRESERVATION OFFICE
DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
OCEAN AND COASTAL RESOURCE MANAGEMENT
PROJECT REVIEW FORM**

The Coastal Zone Management Act of 1976, as amended (Title 48, Chapter 39 of the South Carolina Code of Laws) requires the South Carolina Department of Health and Environmental Control, Office of Ocean and Coastal Resource Management (DHEC-OCRM) to consider the extent to which the development could affect irreplaceable historic and archaeological sites of South Carolina's coastal zone. All information must be complete before our review can begin. Incomplete forms will be returned without comment. Please allow thirty (30) days from receipt for review of a project.

 **If the project also requires a federal license, permit, or funds, the Section 106 Project Review Form must also be completed.**

STATUS OF PERMIT:

☐ OCRM Permit Anticipated

☐ OCRM Permit Applied For

OCRM Permit #: _____

THIS IS:

☐ A NEW PROJECT *(Complete all pages of form)*

☐ ADDITIONAL INFORMATION REGARDING PREVIOUS SUBMISSION

(Complete first page of form ONLY)

SHPO Project No: _____

GENERAL INFORMATION

1. Project Name for Stormwater or Critical Area Permit: _____

2. City: _____ Tax Map #: _____

3. County: _____

4. OCRM Project Manager: Name: _____

Address: _____

Phone: _____ E-mail: _____

5. Applicant: Name: _____

Contact Name: _____

Address: _____

Phone: _____ E-mail: _____

6. Consultant/Agent for Applicant: Name: _____

Contact Name: _____

Address: _____

Phone: _____ E-mail: _____

INFORMATION REQUIRED FOR NEW PROJECTS

PROJECT DESCRIPTION

1. Describe in detail the short-term plans for the site.

2. Will this project involve phases of construction? If so, please describe the work to be conducted under each phase:

3. Describe in detail the long-term plans for the site.

4. How many acres are in the project area?

5. Describe the current land use within the project area (e.g. farmland, forest, developed, etc.).

6. Describe prior land use or previous modifications (e.g. grading, plowing, filling, draining).

7. Will the project involve:
 - ☐ new construction
 - ☐ rehabilitation of any structures
 - ☐ relocation of any structures
 - ☐ demolition of any structures

IDENTIFICATION OF HISTORIC PROPERTIES:

8. **Background Research:** Describe the steps taken to determine whether or not any previously identified historic properties are located in the project area. **ATTACH** a copy of the pertinent ArchSite GIS map to this submission. Please see <http://archsite.cas.sc.edu/archsite> for information on registering for and using the database.
9. Are there any structures within the project area (houses, barns, old garages, sheds, commercial buildings, churches, etc.)?
☐ YES ☐ NO
10. If yes, what is the approximate age and original use of each structure? **ATTACH** photographs of the front and side elevations of all structures, regardless of age, that are within the project area.
11. Does the landowner know of any archaeological resources on the property?
☐ YES ☐ NO
If yes, please describe:
12. Has a cultural resources assessment or a historic resources survey been conducted in the project area?
☐ YES ☐ NO ☐ DO NOT KNOW
If yes, provide a copy of the survey or the SHPO comments on the survey, if previously reviewed.

REQUIRED DOCUMENTATION CHECKLIST

- ☐ 1:24,000 USGS topographic map section **with the boundaries of the project area clearly marked and the name of the quadrangle noted on the map**
- ☐ Conceptual or final site plan showing all proposed ground disturbance and work at the project area
- ☐ Conceptual or final site plan overlaid on a topographic map
- ☐ Results of an ArchSite search showing the project area and any historic properties in the vicinity
- ☐ Photographs of the project area — digital photos printed at a high resolution on a good-quality color printer are acceptable. No more than two (2) photographs per page should be submitted.

WHEN APPLICABLE:

- ☐ Results of a cultural resources assessment, cultural resources reconnaissance survey, or intensive cultural resources survey conducted to identify any historic properties on the project area or SHPO comments on the survey, if previously reviewed
- ☐ Photographs of the front and side elevations of any structures on or adjacent to the project area. Digital photos printed at a high resolution on a good-quality color printer are acceptable. No more than two (2) photographs per page should be submitted.

The completed form with all supporting documentation should be sent to Review and Compliance Coordinator, SC Department of Archives and History, 8301 Parklane Road, Columbia, SC 29223.

Project review forms will not be accepted via facsimile or e-mail.

Questions? Telephone the Review and Compliance Coordinator at 803-896-6169.

INSTRUCTIONS FOR SOUTH CAROLINA STATE HISTORIC PRESERVATION OFFICE OCRM PROJECT REVIEW FORM

STATUS OF PERMIT

Check first box if this form is completed in anticipation of an OCRM permit application. If the permit application HAS NOT yet been submitted to OCRM, then this box should be checked.

Check second box if this form is completed at the request of OCRM after receipt of a permit application. Provide the permit number for reference purposes.

THIS IS

Check first box if no previous information on this project has been submitted to the SHPO.

Check second box if the project has been assigned a SHPO project number. If the form has been fully, completely and previously sent to the SHPO, then only the first page of the project review form must be completed for submission with additional information.

GENERAL INFORMATION

1. Provide the name of the project as submitted or as will be submitted to OCRM.
2. Provide the city name and tax map number for the project.
3. Provide the county name.
4. Provide the name and contact information for the appropriate OCRM project manager reviewing the project. If you have had contact with an OCRM project manager in anticipation of applying for an OCRM permit, please provide that contact information. If this form is submitted in anticipation of a permit and no contact has been made with OCRM, leave this field blank.
5. Provide the name and contact information for the person or entity applying for an OCRM permit.
6. Provide the name and contact information **ONLY IF** the consultant will be the primary point of contact for our office in lieu of the applicant.

PROJECT DESCRIPTION (attach sheets as needed)

1. Short-term project plans should include a description of the initial site work, including the installation of utilities, roads, drainage, etc. The description may include a discussion of the physical location of where the work will begin and end at the project site.
2. If the project site will be developed in phases, please provide a detailed description of each phase of work. Also indicate whether or not the OCRM permit will only cover one phase of the work, or if the permit will cover the work on the entire site.

3. Long-term project plans should include a description of the final results anticipated for the site. This should include, but is not limited to, the final number of buildings, any large landscaping such as retention ponds and parking, and any additional information.
4. Provide acreage for the entire project.
5. Provide the current use of the land. Common uses include: farmland, forest, timbering, pasture, mining, commercial, industrial.
6. Provide any past uses of the land and any modifications or previous ground disturbance. Prior modifications include grading, plowing, filling, mining, timbering, paving, draining.
7. Check the appropriate box for new construction or if any structures will be rehabilitated, relocated, or demolished as part of the project.

IDENTIFICATION OF HISTORIC PROPERTIES

8. Applicants or consultants are required to conduct initial research to determine the presence of any known historic properties in the project area and the project vicinity.

Historic properties are defined as those buildings, objects, structures, sites, and districts that are listed in the National Register of Historic Places or that are eligible or potentially eligible for listing in the National Register of Historic Places. All properties that are listed in the National Register are considered to be Geographic Areas of Particular Concern (GAPCs) under the South Carolina Coastal Zone Management Act. All properties that are eligible or potentially eligible for listing in the National Register may be GAPCs as determined by OCRM.

The SHPO maintains the records of all South Carolina properties listed in the National Register of Historic Places, including the maps and boundaries of all historic districts. The SHPO also maintains the South Carolina Statewide Survey of Historic Properties. The South Carolina Institute of Archaeology and Anthropology (SCIAA) maintains the records of all archaeological sites in South Carolina. Information on accessing these records can be found online at <http://shpo.sc.gov/revcomp/culture/>.

ArchSite is a collaborative effort between the South Carolina Department of Transportation, the University of South Carolina, SCIAA, and the

SHPO to digitize all cultural resource information held by SCIAA and the SHPO. This information is available in a web-based Geographic Information Systems (GIS) database for all federal, state, and local government. Consultants have access to ArchSite for a fee, and the database is available for free to researchers at the South Carolina Department of Archives and History and at SCIAA. See <http://archsite.cas.sc.edu/archsite> for more information.

9. Check the appropriate box to indicate if there are any structures in the project area. Structures can include ruins of buildings, walls, or foundations in addition to complete buildings.
10. If the exact date of construction is unknown, please estimate the date of construction based on the history of the tract and the design of the structures.
Photographs of the front and side elevations of all

structures in the project area should be included. The photographs should provide clear views of the buildings or structures. Obstructed views will be returned for better photographs.

11. Describe any archaeological resources on the property. Resources can include artifacts, such as arrowheads and pottery; features, such as earthworks or dark soil stains; and ruins of buildings, including foundations, chimneys, or walls. Archaeological resources can also be found through metal detecting or systematic professional archaeological survey of the property.
12. Provide our office with a copy of any archaeological or cultural resources survey conducted on the property. If we have previously reviewed and commented on the survey, please provide a copy of our comments or the title, author, and date of the survey.

REQUIRED DOCUMENTATION CHECKLIST

****NOTE:** All submissions will be returned if the required documentation is not provided. Our office will review and comment on all projects within 30 days of receipt of all required documentation.

In addition to the completed project review form, the following documents must be submitted:

1. A USGS topographic map section at a 1:24,000 scale with *the boundaries of the project area clearly marked and the name of the quadrangle noted on the map.* Maps can be downloaded for free at www.maptech.com.
2. Conceptual or final site plan of a sufficient size and sufficient detail to show the location and extent of ground disturbance that will occur at the project.
3. Overlay the site plan on the USGS topographic map.
4. Provide a copy of the map printed from the ArchSite GIS database showing the presence or absence of historic properties in the project area and vicinity. The map should include the name of all identified historic properties and the determinations of eligibility of the historic property for the National Register of Historic Properties.

5. Representative photographs of the project area should include photographs of any previous ground disturbance and current land use. Digital photos printed at a high resolution on a good-quality color printer are acceptable. *No more than two (2) photographs per page should be submitted.*

WHEN APPLICABLE

1. Any cultural resources assessments or surveys conducted for the project by professional archaeologists should be provided to our office for review and comment.
2. Provide photographs of the front and side elevations of all structures on or adjacent to the project area. The views of the structures should be as clear and unobstructed as possible. Digital photos printed at a high resolution on a good-quality color printer are acceptable. *No more than two (2) photographs per page should be submitted.*

****NOTE:** *Project review forms will not be accepted via facsimile or e-mail.*